



**OFFICE OF THE CONTROLLER OF EXAMINATIONS**  
**ST. ALBERT'S COLLEGE (AUTONOMOUS)**  
BANERJI ROAD, ERNAKULAM, KOCHI - 682 018  
www.alberts.edu.in | 0484 - 2394225 | 91 8330833339  
exam@alberts.edu.in

07/05/2024

### **NOTICE – GRACE MARK**

Students of **UG (2021 Admission)** who are eligible for grace marks under various categories (*NSS, NCC, Sports, Cultural activities and Differently-Abled*) are directed to submit the application for claiming grace mark to the Office of the Controller of Examinations through the Tutor / Head of the Department in the prescribed format along with the relevant documents in original and a photocopy after the verification by

1. Sports & Games: HoD, Dept. of Physical Education
2. NCC : NCC Officer of the College
3. NSS : NSS Programme Coordinator
4. Cultural / Differently-Abled: Dean of Student Affairs of the College

Students are hereby informed to mail the scanned copy of the application form and relevant documents to [gracemark@alberts.edu.in](mailto:gracemark@alberts.edu.in) before submitting.

The hard copies of the duly filled application form along with the necessary documents should be submitted to the Department **on or before 18<sup>th</sup> May 2024**.

Application form for claiming grace marks, guidelines and activity code are available in the college website. For details and references, visit

<https://www.alberts.edu.in/studentscorner/grace-mark/>

Applications not conforming to the above rules will be rejected.

*Late applications will be accepted as per rules along with prescribed fee.*

Sd/-

**Controller of Examinations**

